

Accountant  
Assistant Director (Finance/Library Services)  
Assistant/Associate Engineer  
Assistant/Associate Planner  
Building Official  
CATV Business Manager  
CATV Programming Coordinator  
CATV System Engineer  
Children's Services Manager  
Deputy Public Works Director (A&E/M&O)  
Financial Services Supervisor  
Housing & Redevelopment Manager  
Information Technology Analyst  
Library Services Manager  
Management Analyst I/II  
Maintenance Services Manager  
Recreation Services Manager  
Recreation Services Supervisor  
Technical Services Librarian

(b) Accrual over 60 hour limit. FLSA-exempt employees receiving 60 hours of Management Leave are eligible for consideration of additional hours of Management Leave up to a total of 80 hours per year based on demonstrated work performance. A determination that an employee is eligible to receive additional hours of Management Leave shall be submitted by the department head to the City Manager after the employee has demonstrated work performance. The approval of the City Manager shall be final and not subject to the grievance procedure.

(c) Maximum Accumulation. Employees accruing management leave may accumulate up to a maximum of twice the employee's annual accrual rate. Employees who accrue above this maximum must take the excess leave within 30 days after exceeding the accrual.

(d) Annual Buyout Option. The City will allow an employee to buy out any management leave hours on a once per year basis; such credits will be paid in the first pay period of December. Credits available for buyout will be those accumulated as of November 20th.

#### Section 17.5 Vacation

Employees in classifications set forth in Appendix "A" shall accrue vacation at the following rate:

<u>Years of Service</u>	<u>Hours of Accrual (Biweekly)</u>
0 - 5 years	3.078 hours
6 - 10 years	4.615 hours
11th year	4.925 hours
12th year	5.229 hours
13th year	5.538 hours
14th year	5.848 hours
15th year	6.152 hours
16-20 years	6.460 hours
21-24 years	6.770 hours
25th year or more	7.080 hours

(1) The maximum accumulation of vacation shall be 280 hours, except as otherwise provided in this Section.

(2) All employees covered under this MOU may accumulate up to 320 hours of vacation entitlement once every five (5) years, for a specific event and with prior approval of the City Manager.

(3) It is the responsibility of the employee to make sure that his or her maximum accumulation is not exceeded. An employee whose vacation leave balance exceeds 280 hours as of March 12, 2001, will have the hours in excess of 280 transferred to a separate account. Such employee will have six months to develop a plan for using the balance in this account. Any hours not used will be paid to the employee at the employee's hourly rate as of March 12, 2001.

(4) The City Manager may require an employee to use a maximum of 80 hours vacation leave in a calendar year to the extent such vacation leave has been accumulated, and to the extent that such employee has not taken at least 60 hours of vacation leave, or administrative leave and compensatory time when combined with vacation leave within the previous 12 months.

#### Section 17.6 Military Leave

(a) Except as provided in subsection (b), military leave shall be granted in accordance with the provisions of state law. All employees entitled to military leave shall give the appointing power an opportunity within the limits of military regulations to determine when such leave shall be taken.

(b) No employee who is entitled to a temporary military leave of absence